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7 MAY 1974

MEMORANDUM FOR: Deputy Director for Management and Services

ATTENTION : [REDACTED]

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SUBJECT : Records Search

REFERENCES : (a) Multiple Adse Memo dtd 26 Mar 74 fr IG,  
subject: Watergate - Agency File  
Review

(b) Meeting 12 Apr 74 Conducted by Mr.  
[REDACTED] on Agency-Watergate File  
Review Action Plan

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1. In response to the Director's request and referent guidelines, a comprehensive review, screening, and selective examination of Logistics records has been completed. This effort involved consideration of 5,600 cubic feet of informal records retained within Logistics components at Headquarters and other [REDACTED] locations, as well as computer-stored records and those deposited in Records Center/Archives. On the basis of our review and screening process, an estimated 2,000 cubic feet of these records were determined to have a marginal chance of containing Watergate-related material and were carefully and thoroughly examined.

2. Work on this project included systematic inquiry and coordination in addition to documental retrieval and scrutiny. It was conducted by 15 Logistics designees with sufficient tenure to have a thorough recollection and knowledge of Logistics records and the ability to make sound judgements as to where pertinent facts might be found. The Logistics component search areas and the individuals responsible for each component effort are listed in Attachment 1.

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This memo may be reclassified AIUO upon removal of Att 2 and material in separate envelope.


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3. As a result of this action, we have identified 24 items to be brought to the attention of the Inspector General. These are indexed in Attachment 2, and are contained in the envelope forwarded with this memorandum. The items may appear inconsequential in some instances but are included in accordance with the precautionary guidance in Reference (a) that "doubt should be resolved by forwarding the material to or otherwise notifying the Inspector General." Under this guiding principle, some items which were excluded from previous reports as irrelevant have been re-examined in the light of subsequent developments and are included in this report. Certain items included consist only of basic comments such as appear on transmittal and log records. Further background information related to these items will be sought if it is determined relevant by the recipients of this report.

4. Items including associations, contacts, and activities identified in the previous May 1973 Logistics reports are not re-submitted in this report. An index of the previous reports is included in Attachment 3. Logistics files screened out under referent guidelines as highly unlikely to contain Watergate-related materials and not physically examined during this review are described in Attachment 4. Certification concerning the review and the information submitted in this report has been prepared as stipulated in referent guidelines and is included in Attachment 5.

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Francis J. Van Damm  
Director of Logistics

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